

HOW TO APPLY

Master's Degree Course in Astrophysics and Space Physics



STEP 1

REGISTRATION ONLINE STUDENTS REGISTRY

Enter https://s3w.si.unimib.it/Home.do?cod_lingua=eng and click “Registration”:



UNIVERSITÀ DEGLI STUDI
DI MILANO
BICOCCA

Segreteria On Line

MENU

Online Student Registry - University of Milan - Bicocca

Welcome to the Online Registry (Segreteria OnLine): the digital platform of the University of Milan - Bicocca which provides services for students, lecturers and companies.

Students
Services are available for registered users. [Registration](#) can be carried out at any time and is free.
Users already possessing credentials (user name and password) gain access to services following [login](#).

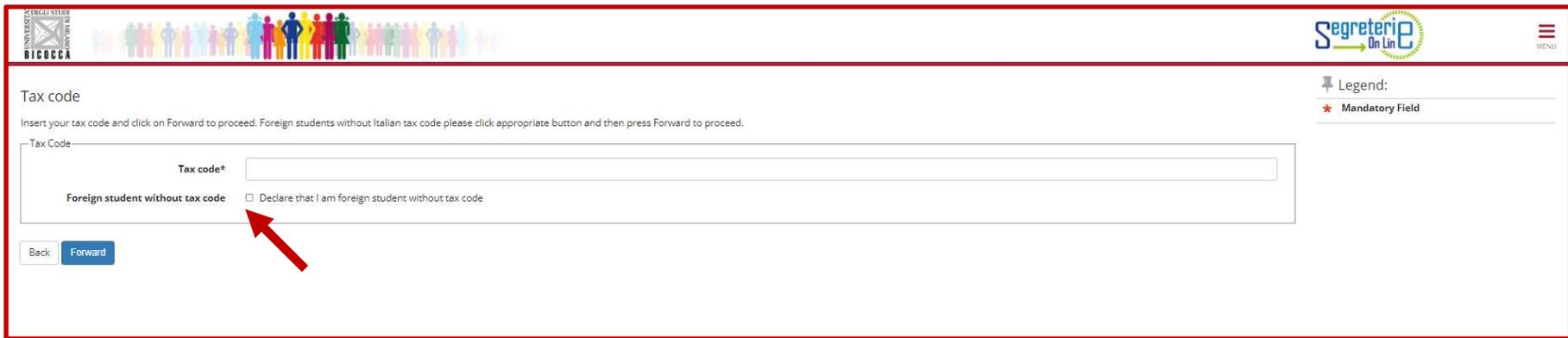
Lecturers
It is not necessary to register. You may log in with your university credentials ([@unimib.it](#)).
Services for teachers (online verbalization), are available following [login](#).

Companies
In order to use services for companies (e.g. stage or apprenticeship organization), it is necessary to receive accreditation. A user name and password will be given for access to the system.
To receive accreditation it is necessary to carry out [Accreditation request](#) by inserting the VAT no. and/or tax code of the company, whilst not modifying the information relative to the company headquarters and filling in only the information relative to job position and work location.
If you already possess access credentials, you may gain access to services following [login](#).

Public administration and public services managers
Companies registered for the consultation service about student academic careers may gain access following [login](#).

Il logo di Segreteria Online

Type your Italian Tax code if you have one, otherwise check the box “Foreign student without tax code”, it will be calculated automatically to continue with enrollment.



The screenshot shows a web form titled "Tax code" with the following elements:

- Header: University of Milano-Bicocca logo and "Segreteria On Line" logo.
- Text: "Insert your tax code and click on Forward to proceed. Foreign students without Italian tax code please click appropriate button and then press Forward to proceed."
- Form field: "Tax code*" with a red asterisk indicating it is a mandatory field.
- Checkbox: "Foreign student without tax code" with a red arrow pointing to it, and "Declare that I am foreign student without tax code".
- Buttons: "Back" and "Forward".
- Legend: "Legend: * Mandatory Field".

ATTENTION: this code must be confirmed by the official one issued by the Revenue Agency. it is not possible to request the tax code by mail from abroad. For the request it is necessary to have an official residence address (the one you will have throughout the academic year).

For other information about tax code (Tax identification number) see:

<https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>

Add your personal data, go forward and add your permanent address. Selecting “N” in the last field you can also insert your current address (if you are already in Italy)

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.
Foreign students without Italian tax code do not need to insert the tax code. A provisional Tax code will instead be generated based on the information given.

Personal data

Name*	ALBERT
Family Name*	EINSTEIN
Date of birth*	14/03/1978 <small>(dd/mm/yyyy)</small>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality*	GERMANY
Country*	GERMANY
Town/City*	ULMA
Italian Tax code*	NSTLRT78C14Z112F <small>(automatically calculated if not provided)</small> <small>Attenzione: Italian Tax code has been calculated automatically.</small>

Back Forward

Legend:
* Mandatory Field

Please note: the university badge will be sent to your current address, please insert it correctly.

Go forward and provide a valid mail address.

If you write your email incorrectly, it will not be possible to access the password recovery procedure.

Registration:Contact details

The page shows the form for entering and modifying the user's contact details.

Legend:
* Mandatory Field

Warning: You must provide a valid personal email address. Failure to do so will not allow, among others, to access the procedure of recovering your password should you forget it.

Contact details

Email*

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

Country code --

Country code

(e.g.: +44)

Mobile phone

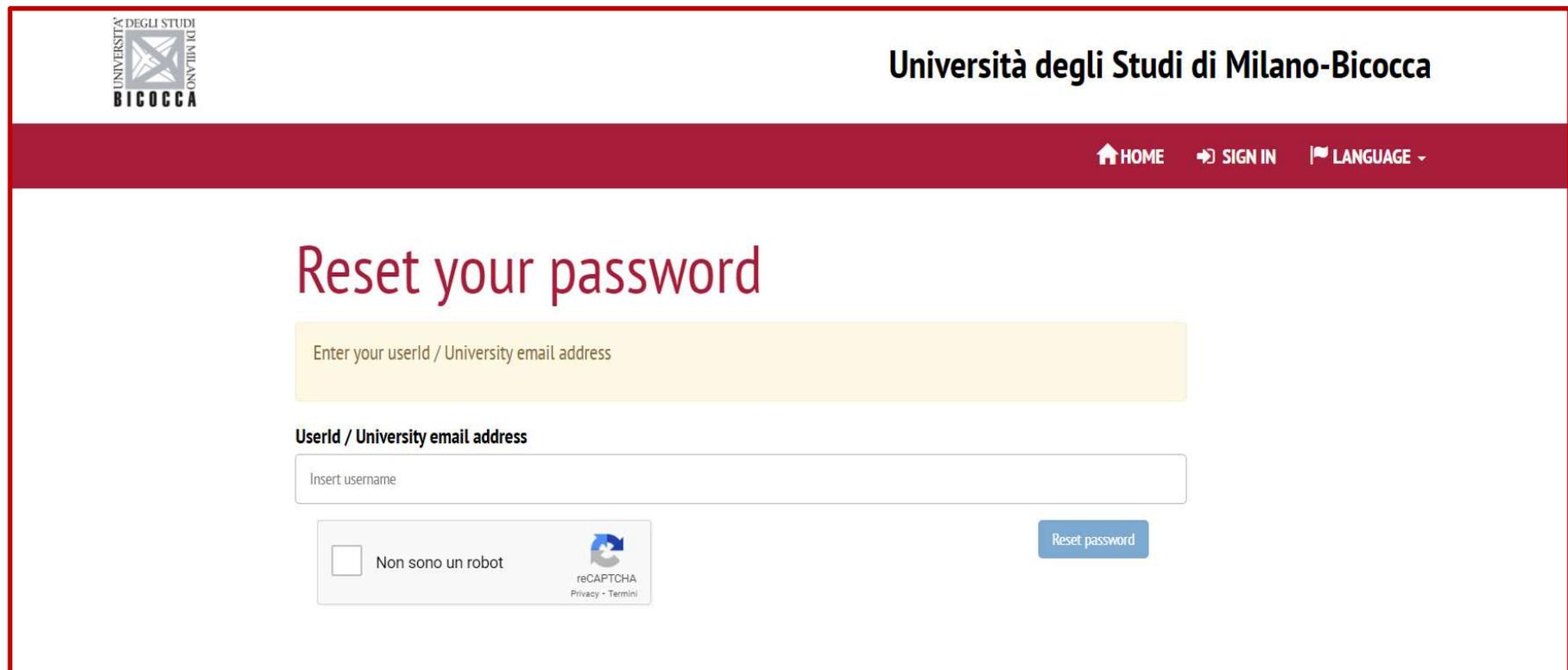
Number (es: 3486767676), max. 16 characters

Privacy* I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003
 Y N

Comunicazioni* I agree to the transmission of my Personal Data in compliance with current legislation
 Y N

Diffusione dati personali* I agree to the disclosure of my Personal Data in compliance with current legislation
 Y N

Choose your password, go forward and confirm the data. - Now the registration is completed.
Wait for a confirmation email to your personal inbox before logging in.
To recover the password: <https://self.unimib.it/landing/#/reset/request>



The screenshot shows the password reset page of the Università degli Studi di Milano-Bicocca website. The page features a dark red header with the university logo on the left and navigation links for HOME, SIGN IN, and LANGUAGE on the right. The main content area has a large heading "Reset your password" in a dark red font. Below the heading is a yellow input field with the placeholder text "Enter your userID / University email address". Underneath this is a label "UserID / University email address" and a white input field with the placeholder text "Insert username". At the bottom left, there is a reCAPTCHA widget with a checkbox and the text "Non sono un robot", along with a reCAPTCHA logo and links for "Privacy" and "Termini". A blue "Reset password" button is positioned to the right of the reCAPTCHA widget.

STEP 2

ENROL FOR THE EVALUATION

Login in on-line Student Registry:

https://s3w.si.unimib.it/Root.do;jsessionid=E1AD6E15BCA1C54BFFBC294BA299D0A7.esse3-unimib-prod-04?cod_lingua=eng



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 Il logo di Segreteria Online

Enter your username (received via e-mail) and the password you choose during registration.

Servizi digitali di Ateneo ?

Nome utente

Password

[Hai dimenticato la password?](#)
[Hai dimenticato il nome utente?](#)

Accesso

 **Entra con SPID**

 **Entra con CIE**

Now you are in the Registered Users Area. Click the menu on the top right (the three-horizontal line)

Registered Users Area - Welcome LEONARDO DA VINCI

This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments and keep yourself up to date about developments in the University world.

Registered Users Area - Welcome LEONARDO DA VINCI

This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments and keep yourself up to date about

Select HOME from the menu

Select Evaluation Test

Home

Click on “Enrollment in an evaluation test”, proceed, and Choose “2-year Master Degree”

Select the Call to enrollment
Astrophysics and Space Physics

Insert a valid Identity document (the inserted document will have to be presented on the interview day)

Identity Documents

On this page you can insert or change the details of the identity document.

Identity document:

Type*	Passport
Number	U14U68859J
Issued by	State of Maldives
Issuing date	01/02/2022 (dd/mm/yyyy)
Date of expiry	01/02/2027 (dd/mm/yyyy)

Back Proceed

Legend:
* Mandatory Field

The scan of the document must be front and back, in PDF format or jpg, gif, png image format, and may if necessary be included on more than one file.

If you are an ExtraUE Student, you can attach here also your VISA (if already obtained)

Insert your personal photo: upload the photo clicking on "Scegli file" then click on "Load photo".

The screenshot shows the 'Registration: Personal photo' page. On the left, there are two inset images: the top one shows a photo with technical specifications (width 40 mm, height 45 mm, distance 20 mm) and a 'Approvata' (Approved) checkmark; the bottom one shows a grid of various ID photos. The main form area includes the BICOCCA logo, a 'Segreteria On Line' logo, and a 'MENU' icon. The title is 'Registration: Personal photo'. Below the title, there is a paragraph of instructions: 'The photo will be required for identification. It is necessary to upload an ID photo (i.e. passport or driving license), in bitmap or jpeg format with a resolution of at least 300x400 pixels. Do not use landscape pictures, pictures taken from afar or from behind, do not use partial photos in which you cannot see the whole face (i.e. scarves, dark glasses, etc.). Do not use group photos, drawings or distorted photos, other people's pictures. Here are some examples of ID photos in order to choose the correct picture.' Below this is a 'Preview photo' section with a placeholder image of a question mark and a note: 'The Preview may not be available on some browsers. Following the preview, click on "Load photo"'. At the bottom of the preview section are 'Back' and 'Forward' buttons. To the right of the preview is a 'Legend' section with a red star icon and the text 'Mandatory Field'. The main form contains a file selection area with a 'Scegli file' button and the text 'Nessun file selezionato'. A red arrow points to this button with the annotation '1. SELECT FILE HERE'. Below the file selection area is a blue button labeled 'Load photo, check and click on forward', with a red arrow pointing to it and the annotation '2. LOAD PHOTO'.

Please note: this photo will be printed on your university badge, so it must be a photo for documents (such as passport or identity card), must portray only the face in the foreground and must be on a light background and must be in bitmap or jpg format with a resolution of at least 300x400 pixel

Choose your Administrative Category:

- Italian, European or non-EU citizens legally residing in Italy
- Non-EU citizens applying for visas
- Citizens of the People's Republic of China participating in the Marco Polo Programme

The screenshot shows the 'Segreteria On Line' interface. At the top left is the BICOCCA logo. In the center is a banner with colorful human figures. At the top right is the 'Segreteria On Line' logo and a 'MENU' icon. The main content area has the heading 'Choose the administrative category and state your disability needs'. Below this is a paragraph: 'Choose the administrative category, if necessary, in order to enter the call to enrolment. Students with **disability needs or special learning disabilities** can now declare their condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010. During the enrolment process further information will be required.' There is a legend on the right with a pushpin icon for 'Legend:' and a red star icon for 'Mandatory Field'. The main form has a label 'Administrative category' and a dropdown menu currently showing 'Non-EU not resident students'. At the bottom left of the form are 'Back' and 'Forward' buttons.

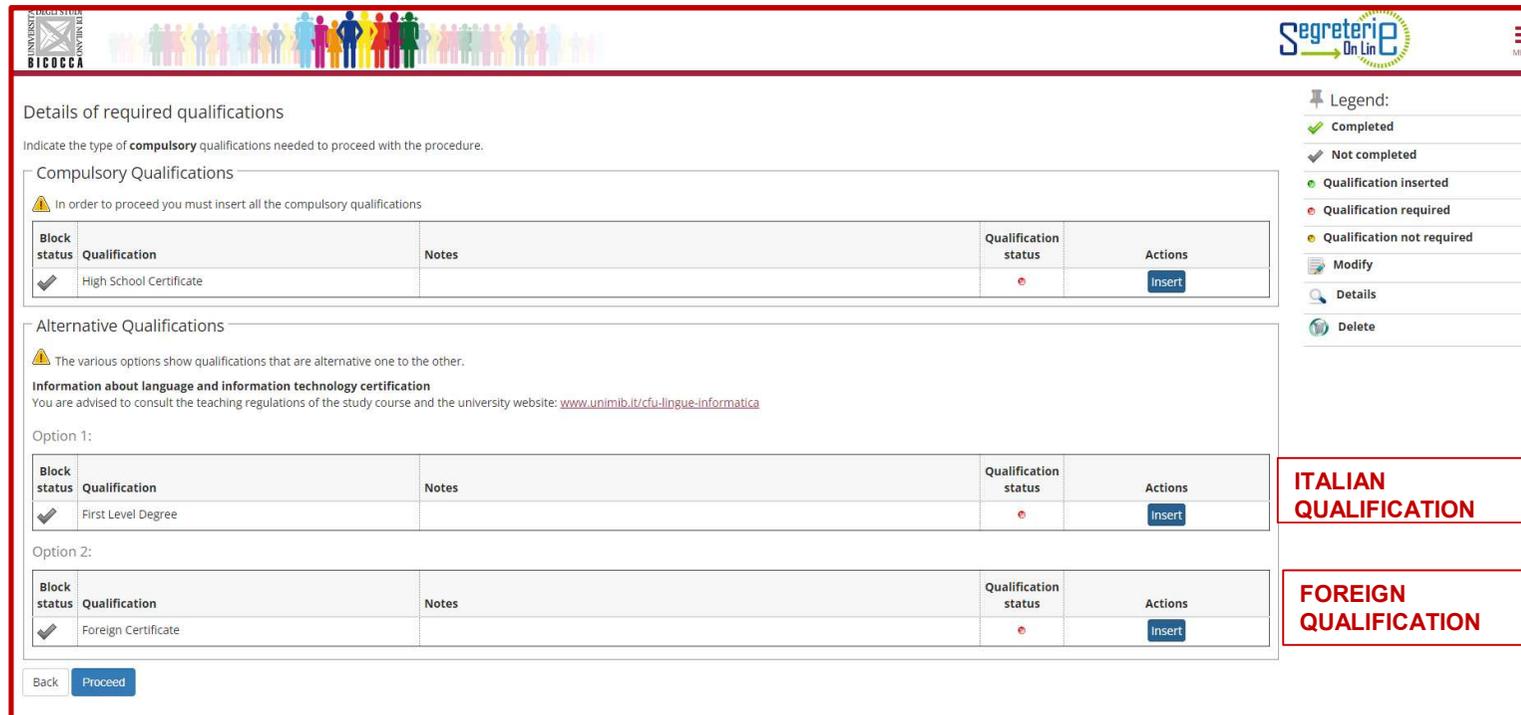
Italian students with disability needs or special learning disabilities will be able to declare their condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010 after admission, during the enrolment process.

If you are an international student write to: welcome.desk@unimib.it

Go forward and Insert the compulsory qualifications:

1) High school certificate

- Indicate the national origin of your qualification (in the example, foreign qualification)
- Indicate the details of Diploma and all the data required.
- Upload all documents related to the secondary school studies in a single file (only for foreign qualifications)



Details of required qualifications
Indicate the type of **compulsory** qualifications needed to proceed with the procedure.

Compulsory Qualifications
⚠ In order to proceed you must insert all the compulsory qualifications

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	High School Certificate		⊖	<input type="button" value="Insert"/>

Alternative Qualifications
⚠ The various options show qualifications that are alternative one to the other.
Information about language and information technology certification
You are advised to consult the teaching regulations of the study course and the university website: www.unimib.it/cfu-lingue-informatica

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	First Level Degree		⊖	<input type="button" value="Insert"/>

Option 2:

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	Foreign Certificate		⊖	<input type="button" value="Insert"/>

Legend:
 Completed
 Not completed
 Qualification inserted
 Qualification required
 Qualification not required
 Modify
 Details
 Delete

ITALIAN QUALIFICATION

FOREIGN QUALIFICATION

Back

If you are an International student, please see also: https://en.unimib.it/sites/sten/files/req_extra_ue_bachelor.pdf

2) Insert your Bachelor.

- If you obtained your qualification in Italy choose **First Level Degree** and click on "Insert".
- If you obtained your qualification outside Italy choose **Foreign Certificate** and click on "Insert".

In this section you can declare if your qualification status is not yet achieved.

Please note: to apply for this Master's degree course The Bachelor's degree must be awarded by 23 December 2022





Details of required qualifications

Indicate the type of **compulsory** qualifications needed to proceed with the procedure.

Compulsory Qualifications

Block status	Qualification	Notes	Qualification status	Actions
✔	High School Certificate		●	  

Alternative Qualifications

 The various options show qualifications that are alternative one to the other.

Information about language and information technology certification
 You are advised to consult the teaching regulations of the study course and the university website: www.unimib.it/cfu-lingue-informatica

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
✔	First Level Degree		●	<input type="button" value="Insert"/>

Option 2:

Block status	Qualification	Notes	Qualification status	Actions
✔	Foreign Certificate		●	  

Legend:

- ✔ Completed
- ✔ Not completed
- Qualification inserted
- Qualification required
- Qualification not required
-  Modify
-  Details
-  Delete

The qualification is correctly inserted if you see the green light

Proceed to insert other compulsory documents for evaluations:
Click on “Yes” to upload documents or qualifications valid for evaluation.

Management of qualifications and documents for evaluation

Declare your qualifications and documents valid for evaluation.

The following types of documents and/or qualifications are valid for positioning in the eligibility list.

Type	Min	Max
Other qualifications	0	5
Evidence of proficiency in English	1	1
Course Syllabus	0	20
Trascript of records	1	1

Declared qualifications

No document and/or qualification has been inserted

Do you want to attach other documents and/or qualifications to your admission application?*

Yes
 No

Back Proceed

Legend:
* Mandatory Field
Details
Modify
Delete

Please note: the files uploaded must be 5 MB maximum, to insert click on ‘Scegli file’ and Proceed
You must repeat this procedure for all mandatory and non-mandatory documents

The Transcript of Records and the Evidence of proficiency in English are MANDATORY for all students

Candidates with a foreign degree, have to insert:

1. first level Degree certification
2. transcript of records
3. translation of the documents (at point 1 and 2) in Italian or English if issued in a different language
4. Diploma Supplement or Statement of local validity or certificate CIMEA, if already available
5. any other documents held by the candidate that are deemed useful to assess the qualification eligibility for the selected master's degree course (e.g. programs of the exams (syllabus))

If you don't attach your Diploma Supplement or Statement of local validity or certificate CIMEA, it is mandatory to be sent to the welcome desk by e-mail (welcome.desk@unimib.it) within 45 days of registration

IMPORTANT: For further information about the required documentation please see: <https://en.unimib.it/node/2249>

PLEASE NOTE: CERTIFICATES ISSUED BY OTHER ITALIAN PUBLIC ADMINISTRATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES (ART. 15 L. 913/2011).

ITALIAN CANDIDATES MUST ONLY SUBMIT SELF-CERTIFICATIONS, WHICH MUST BE SIGNED BEFORE UPLOAD. FOREIGN STUDENTS CANNOT UPLOAD SELF-CERTIFICATIONS, THEY MUST UPLOAD THE UNIVERSITY DEGREE.

INCOMPLETE APPLICATIONS (LACKING OF DOCUMENTATION AND SIGNATURES WHEN REQUESTED) WILL NOT BE ACCEPTED. ATTACHING THE REQUIRED DOCUMENTS WILL NO LONGER BE POSSIBLE ONCE THE APPLICATION IS CONFIRMED.

Visa application - www.university.it

Citizens of non-EU countries applying for a visa to enter Italy are obliged to submit a visa application through the ministerial website (www.university.it) under the heading “*International students*”. Registration on the University portal must take place at the same time as the online application for the competition described in this tutorial and, *in any case*, before the closing date.

The screenshot shows the UNIVERSITY.IT website. The header includes the logo and the tagline 'ITALIAN UNIVERSITY. JUST A CLICK AWAY'. There are social media icons for Facebook, Twitter, and YouTube. The main navigation menu on the left includes: 'Course Search' (Search for courses), 'Universities' (Presentation), 'What does it cost?' (Tuition and fees), 'Courses in English' (Courses), 'Orientation' (Making the right choice), and 'TECO' (Valutazione). The main content area is divided into four colored tabs: 'STUDENTS' (red), 'FAMILIES' (yellow), 'HIGH SCHOOL' (green), and 'UNIVERSITY' (blue). Below these tabs are several informational boxes: 'Student/Graduate' (Making the right decision for you, Locations, Postgraduate courses and programmes), 'Are you an international student?' (Would you like to study in Italy?), 'Do you work?' (Would you like to study while working?), 'Student services' (Scholarships, accommodation, sports and other services), 'Disabled students' (Disabled Student Support), 'FAQ' (How to choose the right course), and 'Reserved area' (Login to your personal page). The footer includes 'PROGRAMMATO 2021' and 'POST-LAUREA'.

IMPORTANT: For further information about the admission letter for the embassy please see:
<https://en.unimib.it/node/2249>

You can now see the declared qualifications. You can also modify or delete them.







Management of qualifications and documents for evaluation

Declare your qualifications and documents valid for evaluation.

The following types of documents and/or qualifications are valid for positioning in the eligibility list.

Type	Min	Max
Other qualifications	0	5
Evidence of proficiency in English	1	1
Course Syllabus	0	20
Trascript of records	1	1

Declared qualifications

Type	Qualification	Actions
Course Syllabus	syllabus	  
Evidence of proficiency in English	TOEFL	  
Other qualifications	training	  
Trascript of records	TOR	  

Do you want to attach other documents and/or qualifications to your admission application?*

Yes

No

If you have finished, click "NO" and proceed.

Back
Proceed

Legend:

- * Mandatory Field
-  Details
-  Modify
-  Delete



Candidates who have not yet earned their degree, have to fill in a Questionnaire for Admission..

You have to state whether you intend to obtain it by the deadline indicated on the course admission page of the university website (23 December 2022)

UNIVERSITÀ DEGLI STUDI DI MILANO BICOCCA

Segreteria On Line

MENU

* Questionnaire

Compilation of questionnaire "Informazioni per il concorso di valutazione LM Scienze"

The fields marked with * are mandatory.

Informazioni aggiuntive

Se non ha conseguito la laurea dichiara se intende conseguirla entro la scadenza indicata nella pagina del sito di ateneo relativa all'ammissione al corso.*

Yes

No

Se è uno studente laureando dell'Università di Milano Bicocca indichi qui eventuali esami superati e non ancora registrati in carriera.

Esami superati non ancora registrati:

Fill this section only if you are a Student of Università di Milano Bicocca

Cancel Exit Back Next

Confirm the questionnaire and exit



UNIVERSITÀ DEGLI STUDI DI MILANO BICOCCA

Segreteria On Line

» Questionnaire

Summary of Informazioni per il concorso di valutazione LM Scienze

Warning: Please note: the questionnaire has not been **CONFIRMED**.
Warning: once confirmed, the questionnaires **cannot be later modified**.

All of the questions in the questionnaire have been completed.

Confirm Exit Print

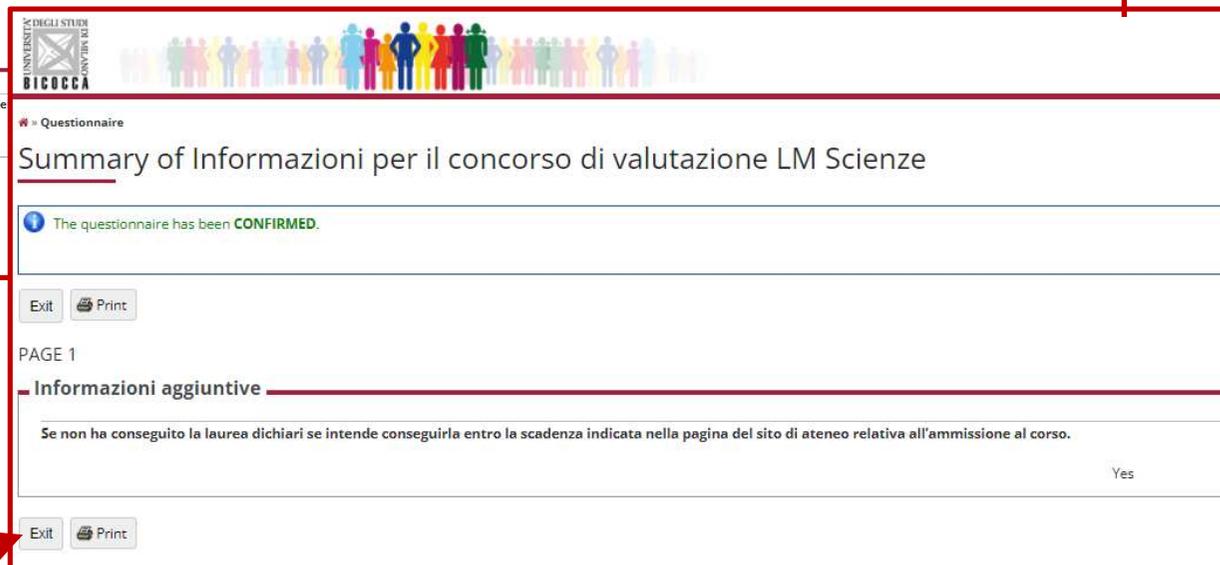
PAGE 1

Informazioni aggiuntive

Se non ha conseguito la laurea dichiarare se intende conseguirla entro la scadenza indicata nella pagina de

Modify page1

Confirm Exit Print



UNIVERSITÀ DEGLI STUDI DI MILANO BICOCCA

Segreteria On Line

» Questionnaire

Summary of Informazioni per il concorso di valutazione LM Scienze

The questionnaire has been **CONFIRMED**.

Exit Print

PAGE 1

Informazioni aggiuntive

Se non ha conseguito la laurea dichiarare se intende conseguirla entro la scadenza indicata nella pagina del sito di ateneo relativa all'ammissione al corso.

Yes

Exit Print

Now you can COMPLETE ADMISSION TO CALL.

This is the final confirmation.
It will no longer be possible to change the data and documents inserted to this call.

If you are not sure or if you want to change the data inserted, close the window repeat the login and go to "EVALUATION TEST"
You will find your application as "Pending Process": cancel (the system will eliminate the process completely) and start the process from the beginning but you will no longer be able to modify data relating the qualifications enclosed.

UNIVERSITÀ DEGLI STUDI DI MILANO BICOCCA

Segreteria On Line

MENU

Pending Process

A process has not been concluded. It is now possible to decide to:

- Restart and conclude the pending process (the system will start from the point of interruption)
- Cancel the pending process (the system will eliminate the process completely)

It is not possible to start new processes until the pending process is either concluded or cancelled.

Description	Info	Status
Enrollment in an evaluation test: MARINE SCIENCES-SCIENZE MARINE - Valutazione della carriera per l'ammissione alla laurea magistrale		

Restart the selected process Undo Process

Legend:

- Information
- Working Section
- Completed Section

The call to enrolment is now completed.

You can Print the admission request, it does not have to be returned, it only represents a reminder to the applicant.






Summary of the call to enrolment inscription

The call to enrolment inscription has been successfully completed.

Evaluation Test

Description	MATERIALS SCIENCE - Valutazione della carriera per l'ammissione alla laurea magistrale
Year	2022/2023
Temporary registration number	1

Administrative category and disability needs

Administrative category	Non-EU not resident students
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Valid for

Details

F5302Q - MATERIALS SCIENCE, 853 - Non-EU not resident students

Exams

Description	Type	Data	Time	Place	Results	Subjects	Stato	Score	Note
EVALUATION OF QUALIFICATIONS AND INTERVIEW	Oral examination				There is no publication of a ranking on the web		-	-	-

[Homepage Calls](#)
[Print admission request](#)





DOMANDA/RICEVUTA DI PARTECIPAZIONE
ALLA PROVA DI VALUTAZIONE

Alla Magnifica Rettore
della Università degli Studi
di MILANO-BICOCCA
Piazza dell' Ateneo Nuovo, 1
20126 - MILANO

Il sottoscritto, preso atto di quanto previsto dalle disposizioni vigenti, chiede di partecipare alla prova di valutazione del seguente corso di studio ai fini della eventuale immatricolazione:

2-year Master Degree ASTROPHYSICS AND SPACE PHYSICS

Il sottoscritto, consapevole delle sanzioni penali previste dall'art. 76 D.P.R. 445 del 28.12.2000 in caso di dichiarazioni non veritiere e falsità in atti, a tal fine dichiara quanto segue:

Cognome e nome	: DA VINCI LEONARDO
Data e luogo di nascita	: 01/01/2000 - MALI - MALDIVE
Codice fiscale	: DVNLRD00A01Z232G
Cittadinanza	: MALDIVE
Residenza	: Via/P.zza FIRST STREET, 1 - MALDIVE -
	: Tel.
Domicilio	: Via/P.zza PIAZZA DEL COLOSSEO, 1 00184 - Roma (RM)
	: Tel.
Tipo titolo	: Bachelor of Science,
Stato	: Da conseguire
Presso	: UNIVERSITY OF NEW SOUTH WALES
Categoria amministrativa	: Cittadini Extra-UE (richiedenti visto)

Estremi del documento di identità indicati durante l'iscrizione online:

Patente	
Numero	: ax3456se
Rilasciato da	:
In data	: 01/02/2022
Valido fino al	: 01/02/2032

PLEASE NOTE: applications lacking necessary attachments or signatures will not be accepted.